

TRAVEL POLICIES

The American Society of Plastic Surgeons
The Plastic Surgery Foundation
Plastic Surgery Practice Solutions

January 2018

Purpose

The purpose of this policy is to define procedures and processes for members traveling on behalf of the American Society of Plastic Surgeons (“ASPS” or “Society”), the Plastic Surgery Foundation (“PSF” or “Foundation”), and/or Plastic Surgery Practice Solutions (“PSPS”). The procedures outlined herein must be adhered to in order to achieve maximum control and efficiency of our internal reimbursement system and travel costs.

General Guidelines

ASPS, PSF, and PSPS are active organizations. Participation by the volunteer leadership is essential to the current and future success of the Society and Foundation. Over the past decade, the cost of air travel and hotel accommodations has increased dramatically. Therefore, the need for ASPS/PSF/PSPS to manage its resources prudently against the recognition that volunteers are giving up their time and practice to participate is the primary goal of these policies. As such, members conducting business on behalf of ASPS/PSF/PSPS are expected to operate in the best interest of the associations at all times. Travelers are expected to:

- Exercise the same care in incurring expenses as a prudent person traveling for personal reasons
- Conduct business at minimum cost for achieving success
- Avoid non-essential costs
- Understand reimbursement policies and procedures prior to scheduled travel, and request clarification prior to confirming travel plans.
- An explanation of reimbursement will accompany all checks so that members will have information on reimbursed and non-reimbursed expenses and dates of travel.

ASPS/PSF Member Policy

- Effective March 11, 2011, ASPS/PSF/PSPS will reimburse travel in conjunction with ASPS/PSF/PSPS business subject to the limitations set forth.

With the exception of the current ASPS and PSF Presidents, no member will receive reimbursement for travel incurred to the Annual Scientific Meeting, even if their travel is solely to attend a committee or Board meeting.

For all member travel other than the exceptions listed below, travel reimbursement is applicable only after members have spent \$1,500 attending official meetings of the Society or the Foundation, from annual meeting to annual meeting, **exclusive** of the annual meeting. It is expected that all members will adhere to the travel policy as outlined in this document.

Only expenses that meet the policies outlined will be applied towards your personal \$1,500 deductible. As an example, you cannot apply the cost of a \$500 per night suite against the deductible, when the group rate is \$250. Only \$250 would apply towards your deductible.

- The \$1,500 deductible does **not** apply to members of the following committees and representative bodies:
 - ASPS/PSF Executive Committee
 - ASPS/, PSF Boards of Directors, including the Resident Representative
 - PSPS Board of Directors
 - ASPS/PSF Nominating Committee
 - ASPS/PSF Project Based Workgroups (subject to approval)
 - ASPS Trustees
 - ASPS Ethics Committee
 - ASPS Judicial Council
 - ASPS Conflict of Interest Committee
 - PSF In-Service Exam
 - PSF Study Section

- The \$1,500 deductible has also been eliminated for ASPS/PSF appointees/representatives for their travel to the respective organization to represent ASPS/PSF at official meetings:
 - AMA House of Delegates Official Delegates (2)
 - AMA House of Delegates Alternate Delegates (2)
 - AMA Young Physicians Section Official Delegate (1)
 - AMA Young Physicians Section Alternate Delegate (1)
 - AMA Resident and Fellow Section Official Delegate (1)
 - AMA Resident and Fellow Section Alternate Delegate (1)
 - AMA Convened Physician Consortium for Performance Improvement (1)
 - AMA Council on Long Range Planning (1)
 - AMA CPT Editorial Panel (1)
 - AMA RUC Representative (1)
 - AMA RUC Alternate Representative (1)
 - AMA RUC Advisor (1)
 - ACS Commission on Cancer (1)
 - ACS Committee on Trauma (1)
 - ACS Governor (1)
 - ACS Health Policy and Advocacy Work Group Representative (1)
 - ACS NAPBC (2)
 - ACS Regent (1)
 - ACS Advisory Council (ACS reimburses)
 - ACS Young Plastic Surgeons Section (ACS reimburses)
 - ABPS Comprehensive Advisory Council Representative (1)*
 - ABPS Cosmetic Surgery Advisory Council Representative (1)*
 - ABPS Craniomaxillofacial Surgery Advisory Council Rep (1)*
 - ABPS Hand Surgery Advisory Council Representative (1)*
 - Alliance of Wound Care Stakeholders (1)

- CMSS Representative or Alternate Representative (1)
- National Resident Match Program (1)
- Society for the Advancement of Women's Health Research (1)

*Advisory Council meetings held in conjunction with the AAPS meeting are not reimbursable if the Advisory Council representative stays to attend the AAPS meeting. Advisory Council representatives who travel only to attend the Advisory Council meeting held in conjunction with AAPS may submit travel reimbursement.

In addition, members that participate as faculty for ASPS/PSF educational programs throughout the year will be subject to the expense reimbursement policy governing these meetings.

Special Meetings/Events Reimbursement:

At times, members are asked to participate in hearings before legislative bodies and/or FDA, NIH, etc. providing testimony or lobbying on behalf of ASPS/PSF membership. First dollar reimbursement for these types of situations will apply pending approval of the Travel Review Committee.

Travel Review Committee

ASPS/PSF has established a Travel Review Committee to review and render decisions regarding travel reimbursement, including any exceptions to the stated policy. The committee is comprised of the ASPS Executive Vice President, ASPS/PSF Board Vice President, Finance and Treasurer, and the Immediate ASPS Past President. All exception requests for the Travel Review Committee should be sent at least three (3) weeks in advance of travel to aspsvtr@plasticsurgery.org. Members will be notified of the decision of the Travel Review Committee.

TRANSPORTATION

Air Travel

Tickets must be purchased by the traveler, and submitted for reimbursement using the official Expense Reimbursement Form. Airline travel must be at coach class for trips with total duration in the air (i.e., not counting layover time) of 7 hours or less. For trips with airtime greater than 7 hours, business class airfare is permitted. Travel **must** be booked at least 21 days in advance of departure date, in order to receive the lowest fare. Flights booked within 21 days of the departure date are subject to a maximum reimbursement of \$500 for a domestic round-trip flight (including the United States, Canada, and Mexico) or \$5,500 for an international round-trip flight.

Submission of receipts for air travel is required for reimbursement. Requests for airfare reimbursement may be made at the time the reservation is confirmed and has been paid for by the member. If the member does not travel after receiving reimbursement from ASPS, the member is required to notify the Governance Department within ten (10) business days of travel plan changes that he or she will not be traveling on behalf of ASPS or PSF and arrange to repay the original reimbursed amount within 60 days of that notification.

Airfare penalties (fees for change of a ticket) up to \$200 will be reimbursed if travel plans must be changed due to an ASPS/PSF/PSPS directive. In these circumstances, members are asked to provide a brief explanation on your travel reimbursement form when submitting their expenses.

International Travel: In instances where a member is flying internationally (excluding Mexico and Canada), members are permitted to book **“refundable”** class of airline tickets. A refundable class ticket will allow the traveler to upgrade to business class at an additional charge borne by the traveler or for the traveler to use their personal airline club miles to request an upgrade to business or first class.

Baggage: Members incurring costs to check baggage for airline flights for travel greater than one day will be permitted to be reimbursed for one checked item up to a maximum of \$40 each way (\$80 round trip). Submission of receipts for baggage claims is required for reimbursement.

Personal Automobile

If a traveler chooses to drive their personal automobile to a meeting destination, mileage will be reimbursed at the current IRS allowed rate per mile (0.545 cents per mile starting January 1, 2018). Mileage will be limited to the lesser of mileage reimbursement or 21-day advance purchase coach airfare available for the same trip. If parking at the destination hotel/meeting plus mileage is below the cost of airfare, both mileage and parking will be reimbursed. Actual receipts for parking must be submitted for reimbursement.

Rail

If the traveler prefers rail travel, we will reimburse the cost of rail fare via the most direct route, reimbursed to the extent of the normal 21-day advance coach fare. Submission of receipts for rail travel is required for reimbursement.

HOTEL

Please note that reservations must be paid for by the traveler, and submitted for reimbursement using the official Expense Reimbursement Form.

Most ASPS/PSF/PSPS and plastic surgery specialty society, state and regional meetings will have negotiated host hotel meeting rates. Members and staff are expected to stay at the meeting's host hotel. In the event you choose a higher priced hotel outside the ASPS/PSF/PSPS room block, you will be reimbursed only up to the negotiated rate at the host/headquarters hotel.

For other official travel, lodging should be at a reasonable mid-price hotel, such as Starwood, Hilton, Marriott, or Hyatt properties. ASPS/PSF/PSPS will reimburse lodging expenses up to \$250 per day including all taxes, with the exception of Boston, Honolulu, Maui, New York, and San Francisco, which are reimbursable at a maximum of \$350 per day including all taxes. Washington DC is reimbursable at a maximum rate of \$300 per day.

Once guaranteed reservations have been made and a change in itinerary or schedule prevents claiming the reservation as made, the traveler should:

- a. cancel the reservation before the deadline
- b. obtain name of person acknowledging cancellation, and cancellation number
- c. Travelers will be responsible for the no-show charge unless the steps are taken above or other circumstances prevented making the cancellation are noted on the expense reimbursement form

Length of stay during meetings: ASPS/PSF/PSPS permits members to audit meetings of the Boards of Directors and other special meetings. Additional room nights for the sole purpose of auditing meetings are not reimbursable. The following formula is in effect for the Winter Board Meeting:

Executive Committee: up to four (4) nights

Board of Directors: up to two (2) nights

Committee Members: The evening prior to the meeting only, unless airline schedules do not permit departure upon the conclusion of the meeting. In that instance, an additional night of accommodations will be permitted. Committee members with multiple day committee meetings will be reimbursed for additional nights as necessary.

Itemized hotel receipts must be submitted to distinguish from hotel charges (room and tax) and other expenses (e.g., meals, internet, etc.).

Members who have registered to attend a subspecialty society meeting, during which an ASPS/PSF/PSPS committee meeting is also scheduled, cannot submit travel expenses for reimbursement unless approved by the Travel Review Committee in advance.

GROUND TRANSPORTATION

Ground transportation between the individual's home, the airport and the meeting location by shuttle, taxi or bus are reimbursable. Actual receipts are required and should be submitted with the travel reimbursement request form. Members are asked to be aware of

airport parking rates in their home city. Taxi to and from their home city airport should be used if the parking rates exceed round trip taxi fare.

Car Rental

The Society and Foundation do not reimburse for car rentals except when the cumulative cost of rental, parking, and mileage is less expensive than the cost of other shuttle bus or taxi as ground transportation. All requests for car rentals must be submitted and approved by the Travel Review Committee at least two (2) weeks before the trip commences.

MEALS

ASPS/PSF/PSPS will provide meals for all of its hosted events, including the Winter Board Meeting meetings. ASPS/PSF/PSPS staff will make every effort to alert members of scheduled group meal functions in advance of the meetings. Members are expected to participate in meals held in conjunction with scheduled meetings. The cost of meals purchased elsewhere is not reimbursable when ASPS/PSF schedules group meal functions as part of official meetings.

For any ASPS/PSF/PSPS-sponsored meetings and events at which a specific meal is not provided to a given member in the course of their attending that meeting, members will be eligible to receive reimbursement for that meal (including all gratuities) based on their actual expenses up to the following limits:

Breakfast:	\$15 domestic / \$25 international
Lunch:	\$20 domestic / \$35 international
Dinner:	\$40 domestic / \$65 international

On travel days to and from ASPS/PSF/PSPS-sponsored meetings, members will be eligible to receive reimbursement up to \$30 of actual meal expenses for each travel day. Members must provide actual receipts for their meals and will receive actual expenses up to the limit mentioned above.

For meetings and events at which members are asked to represent ASPS or PSF, members will be eligible to receive reimbursements for all meals (including all gratuities) up to a total of \$75 per day for all domestic travel (U.S., Canada, and Mexico) and \$125 per day for international travel. Members must provide actual receipts for their meals and will receive actual expenses up to the daily limit mentioned above.

Exception requests to the meals portion of the policy should be submitted to and approved by the Travel Review Committee in advance of the meal. Any separate exception request for meal reimbursement that is not pre-approved by the Travel Review Committee is subject to being denied.

INCIDENTAL EXPENSES (not covered)

The following incidental expenses should not be submitted as separate expenses for reimbursement:

- Gratuities for baggage handling
- Gratuities for housekeeping
- Telephone charges
- Laundry/Dry Cleaning

REGISTRATION FEES

Registration fees for non-ASPS/PSF/PSPS meetings may be reimbursed, when the member is traveling to these on ASPS/PSF/PSPS business. Reimbursement for registration fees must be submitted and approved at least three (3) weeks in advance of the meeting by the Travel Review Committee.

REIMBURSEMENT PROCESS

All requests for reimbursements **must** be submitted on the Expense Reimbursement Form (sample shown below) with original receipts attached, within sixty (60) days of the completion of their trip. All reimbursement requests received after 60 days of the trip completion date will require review by the Travel Review Committee and is subject to being denied.

All expense reimbursement forms and receipts should be sent to:

ASPS/PSF Executive Office
Attn: Finance Department / VTR
444 E. Algonquin Road
Arlington Heights, IL 60005
aspsvtr@plasticsurgery.org

ASPS staff will track members' \$1,500 deductible. You should submit all eligible expenses so they may be tracked against your deductible.

For each completed form you will receive an e-mail from the ASPS Finance Department confirming the date of receipt of the travel reimbursement form. The target turnaround time for reimbursement is within ten (10) business days from the date of receipt of the completed travel reimbursement form and related receipts by ASPS.

Non-reimbursable Expenses

The following expenses are not reimbursable, and are the sole responsibility of the traveler:

- Tickets or admittance price to movies, theatre or attractions, etc.
- Flight and auto insurance
- Lost Luggage
- Personal reading material, toiletries
- Cost of baby-sitting incurred while working or entertaining
- Traffic violations or parking tickets
- Movies and video games in hotel rooms.
- Charitable contributions
- Airline Club fees
- Gifts
- Spousal expenses; i.e. meals, increased room rate (single to double), etc., unless otherwise stated in policy
- Gratuities for baggage handling
- Gratuities for housekeeping
- Telephone charges
- Laundry/Dry Cleaning

Travel Policies for ASPS/PSF Presidents

- ASPS/PSF Presidents receive first dollar reimbursement for travel for all scheduled Executive Committee, board meetings and other travel required on behalf of ASPS/PSF.
- ASPS/PSF Presidents traveling internationally on behalf of ASPS/PSF are permitted to book business class. Upgrade to first class is at the expense of the individual traveler.
- A travel budget is established for the ASPS/PSF Presidents annually.
- A travel budget will be established to help defray travel expenses for the spouse/accompanying guest of ASPS/PSF Presidents accompanying the member to official ASPS/PSF meetings.
- ASPS/PSF Presidents receive complimentary hotel during the annual scientific meeting. Reimbursement is given for meals, taxi and related transportation expenditures to meet the business and social obligations of your leadership.
- It is recognized that due to the short-term travel commitments that occur, full fare coach may be purchased for much of the travel incurred by the ASPS/PSF Presidents.
- ASPS and PSF Presidents are encouraged to work within the established limits outlined in the member policy with regard to transportation, hotel and other expense guidelines.
- Expense reimbursements forms must be completed for each trip and submitted within 60 days. Periodic review/audit of expense reimbursements will be conducted by the ASPS/PSF Board Vice President, Finance and Treasurer.

- Officers may ask the ASPS/PSF Travel Review Committee to review a reimbursement decision or aspect of the policy, which adversely affects them.